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The attached minutes of the Mason Transit Authority regular meeting held on the 18th day of April, 2023 were approved by the Mason Transit Authority Board, by motion, on this 16th day of May, 2023.

DocuSigned by:
John Campbell
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John Campbell, Chair

DocuSigned by:
Eric Onisko
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Eric Onisko, Vice Chair

DocuSigned by:
Cyndy Brehmeyer
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Cyndy Brehmeyer, Authority Member

DocuSigned by:
Wes Martin
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Wes Martin, Authority Member

DocuSigned by:
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Randy Neatherlin, Authority Member

John Sheridan, Authority Member

DocuSigned by:
Kevin Shutty
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Kevin Shutty, Authority Member

Sandy Tarzwell, Authority Member

DocuSigned by:
Sharon Trask
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Sharon Trask, Authority Member

ATTEST: DocuSigned by: Tracy Becht 721D2A4E9DB3A4C... DATE: 6/5/2023

Tracy Becht, Clerk of the Board

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Mason Transit Authority
Minutes of the Regular Board Meeting
April 18, 2023
Virtually and at
Mason Transit Authority's
Belfair Park and Ride
Conference Room
25250 Highway 3
Belfair, WA 98528

OPENING PROTOCOL

1. **CALL TO ORDER:** 4:00 p.m.

2. **ROLL CALL AND DETERMINATION OF QUORUM**
   Authority Voting Board Members Present In Person: John Campbell, Chair; Cyndy Brehmeyer, Wes Martin, Randy Neatherlin *(arrived at 4:10 PM)*, John Sheridan, Kevin Shutty, Sandy Tarzwell and Sharon Trask.

   Authority Voting Board Member Present WebEx: Eric Onisko, Vice Chair. Quorum met.

   Authority Voting Board Member Not Present: [None]

   Authority Non-voting Board Member Not Present: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

   Citizen Advisor to the Board Present: John Piety

   MTA Staff present at T-CC: Amy Asher, General Manager; Paul Bolte, Facilities and Fleet Maintenance Manager; Jenna Cookston, Accounting Coordinator; Tyler Hildebrandt, Technical Support Analyst; and Tracy Becht, Clerk of the Authority Board.

   Others Present via WebEx: Robert Johnson, Legal Counsel.

3. **PUBLIC COMMENT** – *No members of the public attended in person or virtually.*

4. **APPROVAL OF AGENDA**

   Moved that the agenda for the April 18, 2023 Mason Transit Authority (MTA) regular board meeting be approved. **Shutty/Trask. Motion carried.**

5. **CONSENT AGENDA**

   Moved to approve Consent Agenda items A through C as follows:
   A. March 21, 2023 MTA regular Board meeting minutes.
   B. Payments of March 14 through April 4, 2023 financial obligations on checks#37306 through 37384, as presented for a total of $804,309.64.

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C. Approve and authorize the Board Chair to sign the FTA Fiscal Year 2023 Certifications and Assurances to acknowledge compliance as required.

Shutty/Trask. Motion carried.

6. ACTION ITEMS

There were no action items to be considered.

7. PRESENTATION

Evan Rosenberg of SRECTrade made an information presentation describing the Washington State Transit Association's Carbon Credit Aggregation Pool.

Mr. Rosenberg introduced himself and shared his long background in transit working for LA Metro and spoke of SRECTrade's role by partnering with WSTA and the pool of transit agencies in Washington relating to the Carbon Credit Aggregation Pool. He described how Washington, like California and Oregon, established fuel credit programs to incentivize moving vehicles from carbon (fossil) fuel to cleaner burning fuels. He further described credit rights and ownership; that the credits are a form of environmental commodity; who receives the credit and how the qualifying quarterly data is gathered.

He described the annual fee of $982 to enter the program and when it would make sense for a transit agency to enter the program or, perhaps wait for a year or so.

8. STAFF REPORTS:

Amy Asher, General Manager, described MTA's current recruitment for an Administrative Assistant and the hurdles that all employers are facing in recruiting quality candidates across the board. It is not specific to Mason County, but everywhere. A temporary assistant will begin April 19 and she will assist with our accounts payable processes while they begin a new recruitment for an Administrative Assistant.

MTA has received two more retirement notices in the Maintenance and Facilities team. Given the length of time it will take to fill the mechanic position and the CDL training time necessary for the position requirements, Ms. Asher indicated that she may be bringing a budget amendment for the Board's consideration. Given the importance of filling the Mechanic position for maintenance of the fleet and lengthy recruitment process, she would like to begin working on the recruitment process sooner rather than later. Additionally, one of MTA's Facilities Technician is also retiring and with the three facilities, maintenance at each of the facilities as well as park & rides and shelters, recruiting for this position will commence soon.

Financial: Jenna Cookston, Finance Administrator, spoke of the financial information provided in the Board packet and indicated that no December costs have been received in the past month. If any December, 2022 items are received for payment in the next month, she will include those amounts in the financials.

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Ms. Asher then asked Paul Bolte, MTA's Facilities and Fleet Maintenance Manager, to provide an update from his team:

Facilities & Fleet: Mr. Bolte shared that he recently attended the WSTA maintenance spring forum. The team is upgrading the fueling software. He also spoke of the two team members that will be retiring soon. Additionally, Mr. Bolte will be having his CDL testing this Saturday. The Facilities team is creating a spring cleaning plan relating to park and ride maintenance and clean-up.

Ms. Asher then requested Jason Rowe, Operations Manager, to provide an update from his team:

Operations: Mr. Rowe shared that MTA continues to provide service for Shelton School District students with the previous month ridership being 1,212 students. MTA has been increasing service between Shelton and Bremerton campuses of Olympic College. Tomorrow MTA will be at an outreach event being held at Olympic College. Mr. Rowe also discussed additional service and routes that have been increasing in frequency as ridership returns.

Mr. Rowe spoke on the public relations report and described the great social media coverage and frequency that MTA has received, as well as how MTA's social media presence is linked to other feeds to expand its media presence.

9. **EXECUTIVE SESSION:** The Board Chair indicated that the meeting was going to be moving into an Executive Session pursuant to RCW 42.30.110 (1)(g) relating to the performance of a public employee. The Chair invited all voting members to the Executive Session and all staff were excused. The Board Chair stated that the public meeting may be called back into session in 15 minutes, which would be at 5:30PM. *[At 5:29, Board Member Sheridan left the Executive Session.]*

10. **RESUME OPEN SESSION:** The Board Chair called the meeting back into open session at 5:30 PM. *[Board Member Sheridan returned to join the open session.]* Board Member Shutty **moved** to apply a 1.5% performance increase to Ms. Asher's salary to be effective as of April 1, 2023 with a salary survey to be done following this meeting. **Shutty/Sheridan. Motion carried.** The Board Chair indicated that he would prepare the appraisal form that would contain the comments from the Board and reflect that Exceeds Expectations would be marked through all categories.

11. **COMMENTS BY BOARD:**
    - Board member Sheridan expressed that Ms. Asher exceeds expectations.
    - Board member Neatherlin indicated that Ms. Asher's performance has been excellent.
    - Board member Shutty stated that Ms. Asher received exceeds expectations in all categories and that she has done a great job over the transition of the management changes. He appreciates that she grows employees from within. He also appreciates that she responds quickly to the Board and community.
    - The Board Chair indicated that Ms. Asher is the gold standard and that he is pleased to have her as the MTA General Manager.
    - Board member Martin also conveyed his appreciation of all her hard work.

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Moved that the meeting be adjourned.

12. **ADJOURNED**: 5:40 PM

UPCOMING MEETING

BOARD MEETING

Mason Transit Authority
Regular Meeting
May 16, 2023 at 4:00 PM
On-line via WebEx and in person at the
Mason Transit Authority
Transit-Community Center Conference Room
601 West Franklin Street
Shelton